

**DRML Board of Trustees**  
**MINUTES**  
*December 18, 2025*

**Attending -**

Linda Almy, Underhill; Irene Bihun, Jericho; Pegs Gibson, Underhill; Eric Guildemeister, Underhill; Holly Hall, Library Director; Wayne Howe, Jericho; Nancy Karlson, Jericho; Dana LeBlanc, Underhill; Sven Lindholm, Jericho; Sharon Lockwood, Jericho; Dan Manz, Underhill; Steve Martano, Jericho.

**Call to Order** - The meeting was called to order at 7:06 PM

**Agenda Adjustments** – None

**Comments from the Public** – None

**Old Business** –

- Annual Meeting prep / Moderator – Dan Manz agreed to act as moderator for our annual meeting in January; the agenda for the annual meeting was reviewed including the Article 5 item re the Delaporte library CD fund transfer.
- Warnings for the annual meeting have been posted.

**New Business** –

- Dana LeBlanc introduced herself and expressed interest in filling the open Underhill Trustee position. Sharon moved that the Board appoint Dana as a DRML Underhill Trustee for the term expiring in March 2027; Wayne seconded. The motion passed unanimously.
- Committee and sub-committee assignments were reviewed (Holly joins all of the meetings except for those in preparation of her annual performance review):
  - Fundraising: Sharon, Pegs, Irene, Linda, Holly
  - Personnel / Policy: Wayne, Eric
    - Succession sub-committee: Nancy, Pegs, Linda, Holly
  - Building
    - Expansion Fundraising sub-committee: Nancy, Sharon, Irene, Linda, Holly
  - Capital Planning; Nancy, Sharon
- Rackspace Calendar – be sure to share your Rackspace calendar with everyone in our domain so that we can view and schedule meetings

### **Policy Review –**

Wayne moved to approve the addition of today's date (12/18/25) to the following five policies posted on the DRML website:

Unattended Child and Conduct Policy and Procedure

Lost and Found Policy

Wireless Use Policy

Public Library Trustee Ethics

Conflict of Interest Policy for Board and Committee Members.

Irene seconded, passed unanimously.

### **Secretary's Report -**

Sharon moved to accept the Draft Minutes from the November 20<sup>h</sup> Board of Trustees Meeting as written, seconded by Nancy. Motion passed unanimously.

### **Treasurer's Report –**

Sharon reported that the gift to employees has been completed. In Holly's absence, Abbey is in charge. Abbey needs to do December payroll a day early due to the holiday. Sharon's profit/loss statement is coming soon. The CPA's audit starts at the beginning of the new year.

**Director's Report –** Sharon and Irene volunteered to staff a hallway table at the January 20<sup>th</sup> Jericho Town Budget Meeting (6PM, at MMU.) The meeting is a step in the "Jericho Town Meeting Reimagined" process. Board representatives will also plan to be at the Underhill Town Meeting in March. Abbey has completed the Leadership Program – congratulations Abbey!

### **Committee Reports -**

**Fundraising** – The committee will meet at 1:00 on January 19 to plan the wine and desert event of March 14. The third Mystery Play evening has been postponed until Fall. The basket raffle made \$1,849 for the library's operating budget (compared to \$1,418 last year.)

**Building** – the expansion / fundraising subcommittee has been working with Maeve from CPG to generate lists of potential contacts for a Feasibility Study (interviewing 20-25 people to determine appetite for a library expansion); Abbey is working on a "case study" to be used as a reference by CPG during interviews. Sven will meet with the Finance and Facilities sub-committee of the school board on January 15<sup>th</sup> at 6PM to fill them in about initial draft building expansion plans and to get their feedback before the Feasibility Study can be done. A new lease will probably be needed with the building expansion. A mechanism for receiving stock and other donations from IRAs and DAFs needs to be defined – Eric will consult with

accountants he knows, Steve will forward a Stock Donation template he used for another organization. Sharon is buying new QuickBooks-compatible software to better track donors and donations made through the DRML Expansion website's "Donate" button.

**Capital Planning** – None

**Personnel** – Sharon moved to enter an Executive Session per 1 V.S.A. § 313(a)(3) which permits public bodies to enter executive session for personnel matters. Nancy seconded. Passed unanimously. Holly was invited to join. Executive Session entered at approximately 8:19PM. Sharon moved to end the Executive Session, Irene seconded. Passed unanimously. Executive session ended at approximately 8:54 PM.

**Adjournment** – Wayne moved to adjourn the meeting, Nancy seconded. The Motion passed unanimously, and the meeting was adjourned at 8:55 PM.

**Next Board of Trustees Meeting:** January 15, 2025, 7 PM